



## DRS-Evaluator II

### Characteristics of Work

This is professional-level, evaluation work which requires limited supervision and review by the Facility Manager. Incumbent determines clients' aptitudes, interests, and abilities to perform certain job tasks by administering standardized tests, conducting interviews, counseling, and providing work samples and tasks developed in the facility. Duties include assisting Facility Manager in procurement of sub-contracts, assuming responsibility for supervision of vocational aides and clerical staff, assisting in preparing facility for accreditation and monitoring facility records. Work also involves responsibility for placement of disabled people, and assumption of responsibility for facility operation in absence of manager.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Utilizes familiarity with local industry to assist the Facility Manager with sub-contract procurement.

Assumes responsibility for placing disabled people in appropriate jobs in the competitive labor market.

Assumes responsibility for facility operations when Facility Manager or Evaluator III is absent.

Participates as a team member in pre-admission, evaluation, adjustment and progress staff, and for discussion and classification of client's problem prior to acceptance, as well as current problems.

Orients clients in tests to be administered and procedures to be followed; administers tests to determine learning capacity, work related aptitudes, disabilities and limitations, personality and behavioral factors.

Prepares clear and concise reports on observations and conclusions on each client evaluated; presents results and makes recommendations at staff meetings.

Assists in the development of techniques, procedures and practices to facilitate improvement of the evaluation program, including the development of new job-sample tests.

Serves as Program Manager, as assigned, by Facility Manager.

Visits industries and business offices to observe operations for job analysis.

Performs related or similar duties as required or assigned.

### Essential Functions

**These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.**

1. Orients clients and conducts comprehensive evaluations in a workshop/training/testing environment to determine vocational potential.

2. Develops and administers personal vocational adjustment training to assist clients in preparing for viable and competitive employment.
3. Prepares and completes reports, summaries and forms within restricted time frames.
4. Assists and/or assumes the responsibilities of the Facility Manager/Supervisor in his/her absence.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Sedentary Work:** May occasionally walk or stand and/or occasionally move light objects, materials, etc.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; stand; and reach with hands and arms.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

#### **Education:**

A Master's Degree from an accredited four-year college or university in rehabilitation counseling or a related field.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in rehabilitation counseling or a related field.

**AND**

**Experience:**

One (1) year of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.